



National
Aeronautics and
Space
Administration

Letter Of Contract Administration Delegation, Special Instructions

1. CONTRACT NO.

2. DELEGATION NO.

This form is to be used to provide special instructions to NASA Forms 1430 and 1432.

3. FUNCTIONAL AREA (Enter applicable functional area in this space, such as Contract Administration, Production Administration, Quality Assurance, etc. Use separate forms for each functional area delegated.)

PROPERTY ADMINISTRATION (September 2001) (Continued)

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4. SPECIAL INSTRUCTIONS

b. Ensure the contractor's records properly reflect total acquisition cost to the Government, including all indirect and direct costs, in accordance with NFS 1845.7101-3(a), (b) and (d). Ensure that, where estimates are used for values of work in process or elements of the value of fabricated items, they are developed in a consistent manner and documents are available to support recorded values. Ensure the contractor calculates fees and assigns them to property values reported on the NF 1018 in accordance with NFS 1845.7101-3(b).

c. Ensure the contractor's property records reflect correct acquisition dates and Federal Supply Classification (FSC) group, and that practices for determining acquisition dates are reasonable, documented and consistently applied. Notify the NASA Industrial Property Officer when Government Furnished Property is received with information missing including acquisition cost, original acquisition date and FSC group.

d. Ensure that transactions involving NASA property are recorded in a timely manner.

e. Ensure that the contractor complies with any additional reporting guidance provided by NASA prior to the report due date.

9. Ensure the contractor's physical inventory procedures provide for a reconciliation of inventory results with property records within 30 days after completion of the inventory.

10. Ensure all cases of loss, damage, or destruction of NASA property, as well as instances of unrecorded property, are promptly investigated, adequately documented, and reported to the cognizant contract administration office, identifying both the causes and necessary actions to prevent recurrence of the discrepancies.

11. For property reported idle, verify inventory schedule information and submit inventory schedules to the NASA Industrial Property Officer within 30 days. The Industrial Property Officer will acknowledge receipt within 30 days thereafter, advising of the initiation of NASA internal screening or providing disposition instructions. The agency screening period will be completed within a maximum of 30 days after the date of the acknowledgement letter. Initiate further plant clearance action upon expiration of the agency screening period or upon receipt of disposition instructions, whichever occurs first. NASA reserves the right to continue screening on the same basis as other Federal agencies until final disposal.

12. Exchange/sale authority for replacement of non-excess personal property is extended to NASA contractors. Ensure contractor's procedures provide for obtaining prior contracting officer approval and for subsequently reporting any exchange/sale transactions to the cognizant NASA Center's Property Disposal Officer (PDO) and Industrial Property Officer.

B. Provide the following data/documents to the cognizant NASA Center's Industrial Property Officer designated in Block 5 below:

1. One copy of each Summary of Property Control System Analysis performed for this contractor within 30 days after issuance. When the annual system analysis has been waived, provide a letter so stating and the basis for the waiver. Include a list of NASA contracts and (for support delegations) subcontracts covered by the system analysis.

2. Timely notification of all granting of relief of responsibility for lost, stolen, damaged, or destroyed property under this contract within 30 days after issuance. The notification letter should include a description of the property, NASA and contractor tag numbers (if applicable), and acquisition cost.

3. Ensure that the contractor submits the final NASA Form 1018, NASA Property in the Custody of Contractors, clearly marked "FINAL," showing disposition of all property and ending balances of zero, within 30 days after disposition of all property if contract performance is complete. If all property has been dispositioned, but contract performance is not complete, ensure that the contractor continues to submit annual NASA Form 1018 reports, even if there are no reportable property transactions during the period, until contract completion.

These delegation instructions are standard for all NASA contracts and may not be altered without the prior written approval of the Director, Logistics Management Office, Code JG, NASA Headquarters, in accordance with NFS 1845.7203.

5. NASA CONTACT DESIGNATED FOR THIS FUNCTION

a. NAME

b. PHONE